

FREE AND REDUCED PRICE ELIGIBILITY ROSTER

Center Name: _____ Current Year: _____

Check (✓) when updated for the month: _____ Jan _____ Feb _____ Mar _____ Apr

_____ May _____ Jun _____ Jul _____ Aug _____ Sep _____ Oct _____ Nov _____ Dec

Name (First & Last)	Enrollment Date	Expiration Date	Eligibility F, R, P	Eligibility Change (Date/New Status)
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				
19)				
20)				
21)				
22)				
23)				
24)				
25)				

Instructions for Free & Reduced Price Eligibility Roster

- 1) Complete the roster at the beginning of the Program year.
 - a. List all enrolled children (must have a signed enrollment form on file).
 - b. Indicated the date the child was enrolled in the CACFP or the date the application for free/reduced price meals was approved by the local agency official.
 - c. Enter the date of expiration which is the last day of the month one year after the parent signed the application form. This is the date when the application expires. Therefore, a new application would need to be obtained prior to the expiration date.
 - d. Indicate codes for Free (F), Reduced (R), and Paid (P) based on the submitted application. NOTE: The child must be listed as paid/denied if the application is incomplete OR if the income listed is over the reduced price guidelines. This column must be completed immediately after reviewing the application. If an application has not been received, enter P for paid.
 - e. Use the last column at anytime during the year when a child's eligibility status changes for any reason. List the date the change occurred and the NEW eligibility status. (For example, if an application is received on 10/14/09 and it is incomplete, mark the eligibility column as P for paid. When the required information is received that allows you to approve the application, enter the date and new status in the final column, i.e., 12/12/09 – Free.)
- 2) Check off at the end of each month to indicate that each child's status has been reviewed prior to calculating meal counts for the claim for that month. All children listed on the meal count sheet must have enrollment forms on file and should be listed on this form. Children in the paid category do not need to be listed though it is a good idea to list them as well.